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PRIVILEGED AND CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION

Mr. Murray D. Rosenberg
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Research & Development Department
Records Management Manual

Dear Murray:

Your draft Records Management Manual looks fine. To the extent Stu Rickerson has empowered me to give any necessary approval, please consider the Manual so approved.

Most of my suggestions on the enclosed draft deal with minor punctuation and wording problems. Please note that the date of issue that appears on the lower left of each page should be changed to reflect the date the Manual is actually distributed.

Finally, as you have not altered the "President's Message," I enclose a copy with Mr. Houminer's signature for your use.

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Source: https://www.industrydocuments.ucsf.edu/docs/gyck0000

If you have any questions, please do not hesitate to contact me.

Sincerely yours,

Arthur

Arthur J. DeBaugh

Enclosures

cc: Stuart E. Rickerson, Esquire (w/o encls.)
Thomas G. Slater, Jr., Esquire (w/o encls.)
Ray V. Hartwell, III, Esquire (w/o encls.)

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